

**DOCUMENT NAME: Nontemporary Storage
of Household Goods**

DOCUMENT TYPE: 17

1. **Description:** Extended storage of household goods due to PCS orders or housing constraints.
2. **Primary Forms:** DD-1164, Service Order for Personal Property
DD-1299, Application for Shipment and/or Storage of Personal Property
3. **Related Forms:** *CG-5131, Standard Travel Order For Military Personnel
*DD-214, Certificate of Release or Discharge from Active Duty
*Authorization Letter for Retirement
*Housing Authorization Letter for Nontemporary Storage (NTS)

Note: *One of these will apply to each shipment going into NTS.

4. Document Number:

- a. For PCS move use the TONO number from the PCS orders.

SAMPLE: 1704G84PRA123

<u>Document Type</u>	<u>FY Funded</u>	<u>Last nine digits of TONO</u>	<u>Suffix</u>
17	04	G84PRA123	

- b. For District housing, authorized move use standard procedures for numbering.

SAMPLE: 1704904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
17	04	90	4	F	AB	001	

4. c. Suffix will be assigned by FINCEN according to type of payment. For NTS FINCEN will use the following suffixes:

N00	-	Initial Billing/Handling in, packing, etc.
N01	-	First Quarter Storage.
N02	-	Second Quarter Storage.
N03	-	Third Quarter Storage.
N04	-	Fourth Quarter Storage.
N05	-	Handling out charges.

- d. For multiple NTS lots for same member, a number (starting with 9) will be used in the second position of the suffix for specific identification of each lot.

5. Accounting Line:

- a. For PCS, the accounting line should be on orders or in retirement letter. Object Class will be changed to 255C for NTS.

SAMPLE: 2/P/401/299/21/0/RA/78040/255C

- b. For housing authorized, use appropriate accounting line in authorization letter.

SAMPLE: 2/F/401/136/30/0/AB/12345/2522

- 6. FINCEN Critical Processing Requirements:** Issuing units must ensure all forms are completed in entirety. The following information is critical for processing:

- a. DD-1164

- (1) Vendor's name and address - block 1.
- (2) Transportation office and address - block 2.
- (3) Estimated storage period, pickup date, expiration date, and estimated weight - blocks 3i, 3j, 3k, and 3l.
- (4) Owner's name, pay grade, SSN, - block 3n.
- (5) New accounts - service ordered must include applicable rates - block 4.
- (6) Mail invoices to - (block 7a)

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- (7) Standard travel order number - block 7b.
- (8) Maximum weight and estimated cost - blocks 7c and 7d.

6. a. (9) Accounting data - block 7e.
- b. When changes occur to a lot in storage, time extension, partial delivery, new orders, etc., a modification to the DD-1164 (indicated in block 3e) must be issued.
- c. DD-1299
- (1) Shipment number - block 2 (multiple shipments must be numbered in chronological order).
- (2) Complete transportation office address - block 3.
- (3) Member/Employee name, rank, SSN, agency - block 6.
- (4) Standard travel order number - block 8e.
- d. Legible copy of the DD-1164 must be forwarded to FINCEN with supporting copies of the DD-1299 and authorizing orders.

7. **Other Information:** None.

8. FPD Information:

- a. Obligation will transmit electronically via FPD.
- b. A copy of the form should be mailed to FINCEN and should have the statement on the face of the document.

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"

9. Document Flow:

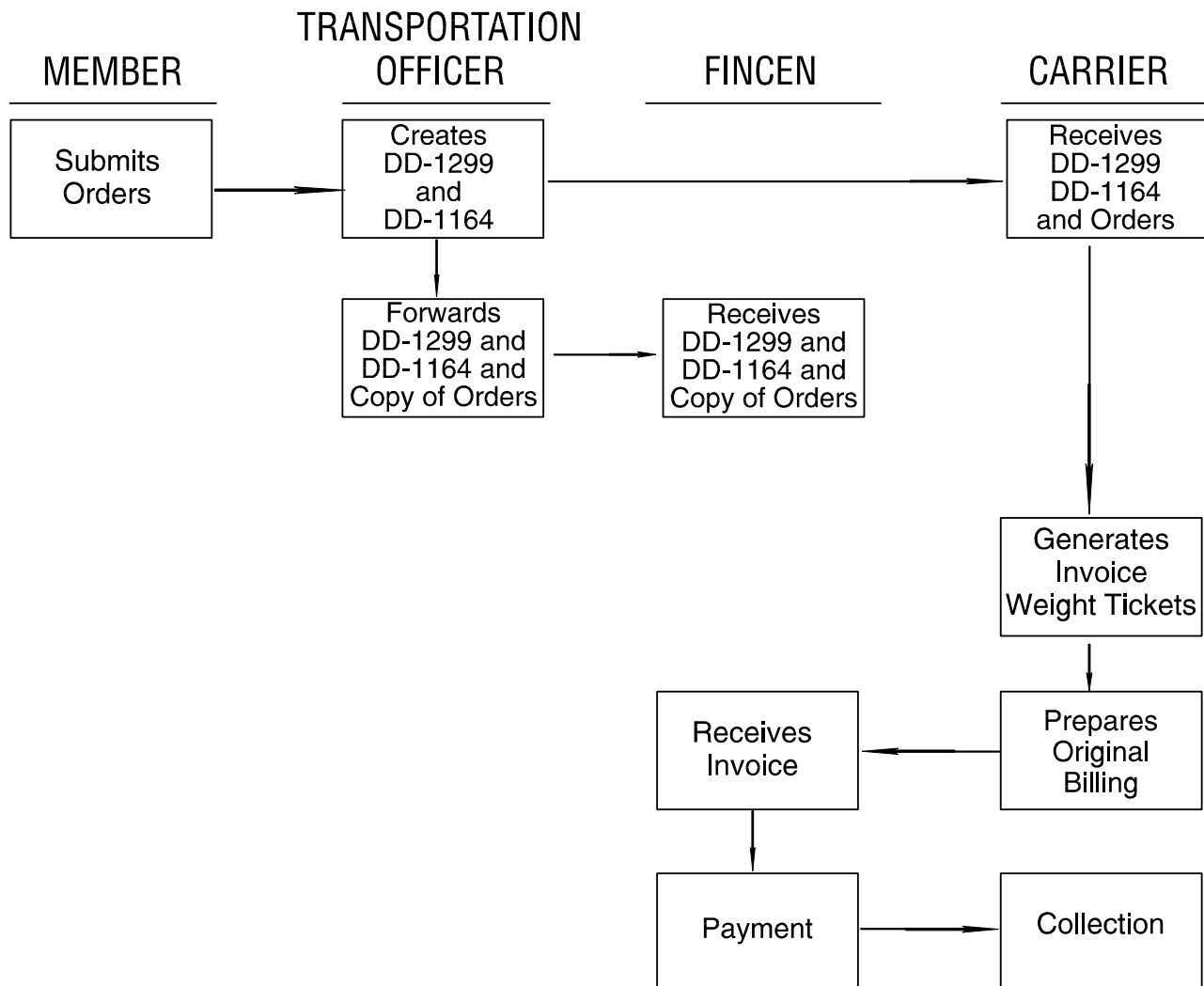


Figure 12C-26 Nontemporary Storage of Household Goods

- Figure 12C-26 describes the procedures for processing Nontemporary Storage of Household Goods.
- The member submits sufficient copies of orders to satisfy distribution requirements to the Transportation Office.
- The Transportation Office generates and forwards to the Carrier and **Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114** a separate DD-1164 and DD-1299 for each lot of personal property put into storage. Block 3 of DD-1299 must be numbered in chronological order when two or more shipments are made on the same PCS orders. DD-1164 is modified when any information regarding lot changes, time extended, partial removal, new orders, etc.

9. d. Carrier generates/forwards necessary documents for FINCEN to process original billing and subsequent invoices.

10. Sample Forms: See Figures 12C-27, 12C-28 and 12C-29.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1704G84PRA123N00	103F	04100F242	78040	255C	0.00	0.00	0.00	75.00

12. References:

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.